

ARO
Notices

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*All ARO's
received a copy
on this date 8/9/63*

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1-3-4
Memo to ARO's

TO : Area Records Officers

DATE: 9 August 1963

FROM : Records Administration Officer

SUBJECT: Forms listing

1. Attached is a machine listing dated 30 June 1963 of the current and obsolete forms for which your component is the Office of Primary Interest.

2. Obsolete forms are now included in the listing to supplement background knowledge and aid you in your Forms Program. Procedures for reactivating obsolete forms is the same as new forms.

3. This list is for your use and should be checked for its accuracy. Any additions, deletions or changes should be reported by memorandum to the Forms Management Branch.

4. In the future current listings will be furnished to each ARO on a quarterly basis.



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